

~~CONFIDENTIAL~~

②

16 October 1951

MEMORANDUM FOR THE RECORD

SUBJECT: Training Advisory Committee Meeting 8 October

25X1A9a

25X1A9a

1. [REDACTED] briefed the members of the committee regarding a meeting held in [REDACTED] office on 2 October to discuss the general problem of personnel shortages. At that meeting [REDACTED] pointed out the following factors in our instructor problem:

25X1A9a

a. A total of 23 instructors will be eligible for return to the operating offices by 1 January 1952 under the rotation system.

b. An additional 11 instructors will be eligible for rotation during the calendar year 1952.

c. The tour of duty for instructors to be assigned from OSO and OPC staffs to TRC will be 28 months.

d. To meet the rotation problem and fill existing T/O requirements, TRC will need 30 OSO and 33 OPC instructors in addition to the 34 referred to in a. and b. above. TRC will recruit directly 46 non-operationally-trained instructors.

e. Priorities will be established between OSO and OPC for filling the 63 instructor positions indicated above although a limit of 35 has been established for assignments in the immediate future.

f. Personnel Procurement Division now has 40 individuals in process for TRC assignment. Current priorities for recruitment are Personnel Division, I&SS and the covert operating offices, including TRC.

2. [REDACTED] discussed a meeting held on 3 October regarding the "fringe" activities of TRC. It was resolved at this meeting that the following procedures would be developed:

a. TRC will submit a statement of its requirements to support all phases of instruction. These requirements would include those for holding of trainees, real estate, supply, etc.

b. A statement

Document No.

NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S

Auth: DDA Memo, 4 Apr 77

Date: 24 Feb 78

By: 621

~~CONFIDENTIAL~~

b. A statement will be submitted covering present unfinished projects and TRC needs for support and assistance to implement these projects.

c. If the supporting offices of CIA are unable to meet TRC needs in order that its fringe activities may be eliminated, we are to advise the Deputy for Administration in order that remedial action may be taken.

25X1A9a

3. [REDACTED] advised the committee that the Joint Training Committee has agreed to the use of instructors from the non-covert offices in BOC and in training provided during the holding periods, although the agreement of OSO and OPC will be obtained in each instance.

4. A general discussion was held regarding the overall Holding problem. It was the consensus of the meeting on 2 October that this problem is essentially one for the Personnel Division; however, TRC will undertake responsibility for providing the necessary interim training from now until January 1952. However, the committee was advised that attention must be given immediately to the following corollary problems:

a. Proper briefing of respective new employees at the time of recruitment and upon entrance on duty.

25X1A9a

b. Establishment of standard administrative practices in connection with trainees, including per diem, travel, etc. [REDACTED] advised that a survey of these matters is now taking place in OPC.

25X1A9a

c. The general security problem and particularly the use of pseudonyms. [REDACTED] were appointed as a committee to recommend policies and practices in the use of pseudonyms for trainees in Washington, [REDACTED], Training Camp No. 1 and other training sites.

25X1A6a

25X1A9a